

SECRET

DDIS 67-0127

2 JAN 1967

MEMORANDUM FOR: Executive Director-Controller

THROUGH : Chairman, Support Services Historical Board *AKB*

SUBJECT : Use of CIA Consultants as Independent Contractors
(Historical Writers)

REFERENCE : Memorandum for Director of Finance from Chairman,
Support Services Board, Same Subject

1. This memorandum contains a recommendation for your approval. The recommendation is contained in paragraph 6.

2. Reference is made to your memorandum dated 21 December 1966, (copy attached), relative to the employment of an independent contractor to devote full-time attention to the preparation of a historical paper as it relates to the Office of Finance.

3. We have not as yet succeeded in obtaining a person to carry this project through to conclusion. However, we believe it desirable to commence the program as soon as possible, and, therefore, we have reviewed those individuals whom we believe could proceed in initiating the history of the Office of Finance with a minimum of delay and basic research. It is our opinion that [redacted] who retired on 31 December 1966, is the best qualified person to assist in this endeavor at this time. [redacted] has expressed his willingness to participate in the initial phase of the program for a period not to exceed two months, since he will be unavailable after that time.

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4. If approval is given to employ Mr. [redacted] for a two-month period, he would be assigned the following responsibilities in connection with the development of the history of this office:

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- A. Developing the comprehensive outline and method of approach in writing the financial history.
- B. Identifying and defining the subject matter of the monographs and developing outlines and source material for same.
- C. Locating, identifying, and tabulating basic material and records which will be utilized and exploited in developing a history of the Office of Finance.

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5. [] salary at the time of his retirement was \$24,095 per annum. His estimated retirement annuity is \$11,197 per annum. Therefore, he would be entitled to the maximum of \$1,000 per month as stated in referenced memorandum.

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6. It is recommended that the employment [] be approved, and that the Contract Personnel Division be authorized to execute a contract for a period not to exceed two months providing for such employment.

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[]
R. H. FUCHS
Director of Finance

Attachment

APPROVED:

SIGNED R. L. Bannerman
Deputy Director for Support

12 JAN 1967
Date

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Executive Director-Comptroller

13 JAN 1967
Date

Distribution:

Original - O/Fin

2 - Exec Dir-Compt

2 - DD/S *Chas. Subject*

1 - Ch/Support Services Historical Board

1 - D/OF

1 - OF/95 (w/H)

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b. In all cases the Chairman of the Board will be advised in advance of the intention of any component to place an annuitant under contract. There may be exploratory discussions with the proposed contractor, but no commitments will be made until the Chairman has received approval from the Deputy Director for Support and the Executive Director-Comptroller.

c. The nature, extent and complexity of the proposed historical study(ies) are among the items to be considered in proposing a contractual fee. If an individual is engaged to write one study, he will be paid a fee for that study; if engaged to prepare several studies, he may be compensated on a retainer fee basis. It is felt that normally an historical writer engaged as an Independent Contractor should not be paid a fee in excess of \$12,000 per year. In no event will the individual's fee plus his annuity exceed the current salary of his grade and step held at time of retirement. The Executive Secretary of the Board and the component concerned will jointly discuss the terms of the proposed contract with representatives of the Contract Personnel Division, Office of Personnel.

d. It will be the responsibility of the using component to obtain an appropriate security approval for the individual's contract use.

e. Contracts will be prepared by the Contract Personnel Division, Office of Personnel. Most will be written for a period of 2 to 6 months, depending upon the time estimated to complete the study. Contracts with retired annuitants paid on a retainer fee basis will normally be written for a period of one year. Renewal of a contract may be requested when warranted by the facts of use. All contracts will contain a clause providing that the Government may terminate the agreement for any reason upon a specified number of days' notice.

f. As a matter of information, the Office of Medical Services will be notified of each Independent Contractor on the historical program, his location, assignment and the duration of his contract.

S E C R E T

21 December 1966

MEMORANDUM FOR: Director, Office of Finance

ATTENTION :

Historical Officer, OF

SUBJECT : Use of CIA Annuitants as Independent
Contractors (Historical Writers)

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1. In general the historical writing program will be carried out most effectively by using individuals who can give full-time attention to the preparation of an historical paper. The "part-time" services that a staff officer can spare from his regular assignment will preclude a thorough job of researching, interviewing and writing. Short monographs or other historical studies can be prepared by on-duty personnel if they are not pressed for time, but it may be impractical to ask staff officers to write lengthy narrative histories of major components in addition to their other duties. In some cases, therefore, it will be necessary to engage uniquely qualified Agency annuitants as Independent Contractors to prepare the required historical studies.

2. A headquarters notice will soon be published setting forth the Agency's policy on the contractual re-hire of retired civilian Government employees. The notice will also contain general rules and procedures to be followed when such retired annuitants are rehired by contract.

3. There are set forth below a few guidelines which may assist you in the selection, hire and use of retired Agency annuitants as Independent Contractors to prepare required historical papers.

a. After the experience and qualifications of a prospective contractor have been reviewed and found to be acceptable by the component concerned, a memorandum of intent will be submitted to the Office of Security requesting approval to contact the individual for pre-contractual discussions.

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g. A work plan should be arranged with the individual in which measurable progress points are established.

h. The sensitivity of the subject, classification and amount of documents required as well as the classification of the ultimate historical paper may make it mandatory that all work be performed within the secure confines of an Agency installation. If such is the case, the contract should so state.

i. Limited expenses to include travel and per diem may be permitted in the contract for essential research interviewing. In each instance such expenses should be specifically approved in advance by an authorized Agency representative.



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Chairman
Support Services Historical Board

Approved For Release 2006/06/12 : CIA-RDP84-00780R001800100031-0

TRANSMITTAL SLIP		Date 11 January 1967
TO: Mr. Bannerman via Mr. Wanfield via		
ROOM NO.	BUILDING	
REMARKS: Recommend your signature. VRT This has been discussed with [redacted] who will clear it with Col. White. Recommend your approval. RBW RBL		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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